



Law Office On-Hold Sample Scripts

MEETING LEGAL NEEDS:

Thank you for calling (INSERT NAME HERE). Our specialty is in meeting your complete legal needs. We offer comprehensive civil and criminal litigation and are experienced in all areas of family law. We also provide proven resources for wills, probate and real estate solutions, as well as corporate, business and entertainment and international law services. Thank you for your patience, we'll be right with you.

PROTECT YOUR RIGHTS:

Need legal assistance with guardianships, family law, criminal law, probate or elder law? You've reached (INSERT NAME HERE). We'll aggressively protect the rights of you and your loved ones. Each of our attorneys belongs to the (INSERT Bar Association NAME HERE) and participates in various civic functions throughout (INSERT CITY NAME HERE). Find out how we can protect your rights today. We'll be back to take your call momentarily. Thank you.

FAX & EMAIL:

Thank you for calling (INSERT NAME HERE). Our practice is located at (INSERT ADDRESS HERE), and our normal office hours are (INSERT HOURS HERE) Should you need to fax materials, you may do so securely to (INSERT FAX NUMBER HERE). That's (INSERT FAX NUMBER HERE). We also encourage you to visit us on the web at (INSERT WEB ADDRESS HERE) dot com. Thank you for holding. Someone will be with you shortly.

WRONGFULLY ACCUSED?

Wrongfully accused? Let the attorneys at (INSERT NAME HERE) help you. We protect the rights of people involved in traffic violations and DUI's. Through our proven resources, experience and insight, we'll assist you in your defense of traffic, misdemeanor or felony cases. Ask for details when we come back. Thank you for considering (INSERT NAME HERE).

VISIT US ONLINE:

Thank you for choosing (INSERT NAME HERE). We want to take this opportunity to remind you that we are on the web at (INSERT WEB ADDRESS HERE) dot com. Our website not only gives you more information about our firm and areas of expertise, but gives you a direct link to our firm e-mail, online legal resource links and much more. Please visit (INSERT WEBSITE ADDRESS HERE) dot com the next time you are on the web. Thank you.

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